Hard-Copy Field Information Recording Forms

Appendix H

Revision 03, March 2003

Master Data Fields List

Survey Information	• Survey ID • Chief Survey Scientist • Survey Name • Vessel • Start Date	• Start Time • Stop Date • Stop Time • Survey Description
Station Information	• Visit ID • Station ID • Pilot ID • Arrival Date • Arrival Time • Departure Date • Departure Time • Latitude (D,M) • Longitude (D,M) • Station Depth	• Water Temperature(°C) • Air Temperature (°C) • Wind Direction • Wind Speed • Wave Height • Barometric Pressure • Station ID • Visibility • Weather • Remarks
Rosette Sampling Data	• Survey ID • Visit ID • Sample Date • Sample Time • EBT Operator • Assistant Sampler • Method ID • Instrument ID • Station ID	• Total Depth • Surface Water Temperature • Sample ID • Depth Code • QCID Code • Depth • Temperature • Remarks
Ponar Grab Sampling Data	• Survey ID • Visit ID • Station ID • Sample Date • Sample Time • Personnel	• Water Depth • Sample ID • Sample • QCID Code • Number of Bottles • Remarks
Zooplankton Net Flowmeter Calibration	• Survey ID • Station ID • Date • Time • Flowmeter ID • Mesh Size	• Winch Operator • Meter Reader • Depth • Revolutions • Line Angle • Comments
Zooplankton Sampling & Secchi Disk Data	• Survey ID • Visit ID • Station ID • Sample Date • Personnel • Sample ID • Sample Time • Depth Code • QCID Code • Mesh Size	• Sample Depth • Flowmeter Reading • Flowmeter ID • Net Angle • Remarks • Reader • Secchi Depth • Sample Time • Reader • Remarks

Master Data Fields List

Chlorophyll a Preparation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Sample ID • Depth Code	• Check Mark • Remarks • Sample Volume • Preparation Date • Preparation Finish Time • Personnel
Phytoplankton Preservation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Sample ID • Depth Code	• Check Mark • Remarks • Sample Volume • Preparation Date • Preparation Finish Time • Personnel
Nutrients Preparation	• Survey ID • Visit ID • Station ID • Preparation Batch ID • Preparation Date • Preparation Finish Time	• Personnel • Sample ID • Depth Code • Check Mark • Remarks
POC, PN, PP Preparation	• Survey ID • Visit ID • Station ID • Batch ID • Date • Time • Personnel	• Sample ID • Depth Code • Volume - POC • Volume - PN • Volume - PP • Remarks
TSS Preparation	• Survey ID • Visit ID • Station ID • Filtration Batch ID • Filtration Date • Filtration Time	• Personnel • Sample ID • Preparation Batch ID • Filter Number • Volume Sample Filtered • Remarks
Preparation of Quality Assurance Samples	• Survey ID • Visit ID • Station ID • Method SOP • Sample ID • QCID Code • Preparation Date	• Preparation Time • Analyst • Analyte Code • Target Value • Target Units • Remarks/Source Materials

Master Data Fields List

Calibration Data of Board Chemistry Instruments Plus Shiftwise Standardization	• Survey ID • Lake • pH Meter • Buffer 4 • Buffer 7 • Buffer 10 • Turbidity Meter at zero - Before Adjusting • Turbidity Meter at 20 - Before Adjusting • Turbidity Meter at zero - After Adjusting • Turbidity Meter at 20 - After Adjusting • Date of Calibration • Time of Calibration • Analyst • Conductivity Standards - 106.1 umho/cm • Conductivity Standards - 210.3 umho/cm • Conductivity Standards - 313.5 umho/cm	• Conductivity Standards - 415.8 umho/cm • Turbidity Standards - zero • Turbidity Standards - 0.4 • Turbidity Standards - 2.0 • Turbidity Standards - 8.0 • Turbidity Standards - 20 • Station ID • Date/Time • Analyst • pH Determination Buffer 7 • Temperature of Standardization • Alkalinity Determination buffer 4 • Temperature of Standardization • Turbidity 20 NTU • Turbidity Empty Compartment
Control Standards Data of Board Chemistry Parameters	• Survey ID • Visit ID • Station ID • Lake • Sample ID	• Measured Value • Remarks • Date of Control Check • Time of Control Check • Analyst
Board Chemistry Data	• Survey ID • Visit ID • Station ID • Analytical Batch ID • Analytical Date • Analytical Time • Analyst	• Sample ID • Depth Code • pH • Specific Conductance • Total Alkalinity • Turbidity • Remarks
Dissolved Oxygen Data (Winkler)	• Survey ID • Visit ID • Station ID • Analytical Batch ID • Analytical Date • Analytical Time • Analyst • Sample ID	• Titrant Used DO • BOD Bottle Volume • Volume Corrected DO • Temperature (°C) • Barometric Pressure • Corrected Table Value • Remarks

Survey Information

Survey ID

Chief Survey Scientist (initials)	**Survey Name**	**Vessel**	**Start Date** (mm/dd/yyyy)	**Start Time** (Shiptime, military)	**Stop Date** (mm/dd/yyyy)	**Stop Time** (Shiptime, military)

Survey Description

Entered into electronic file____
(initials)

Station Information

Visit ID	Station ID	Pilot ID	Arrival Date	Arrival Time		Departure Date	Departure Time	Latitude		Longitude		Station Depth	Water Temp.	Air Temp	Wind Direction	Wind Speed	Wave Height	Barometric Pressure
		(initials)	(mm/dd/yyyy)	(Shiptime, military) hh:mm	(Zone difference)	(mm/dd/yyyy)	(Shiptime, military) hh:mm	(Degrees)	(Min.xxx)	(Degrees)	(Min.xxx)	(meters)	(°C)	(°C)	(deg T)	(naut mile)	(meters)	(in Hg)
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Entered into electronic file____
(initials)

Station Information

Station ID	Visibility	Weather	Remarks
	(miles)	(Circle One)	
		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	
		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	
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		CLEAR OVERCAST RAIN SNOW HAZY FOG PARTLY CLOUDY MOSTLY CLOUDY	

Entered into electronic file____
(initials)

Rosette Sampling Data

Survey ID	**Visit ID**	**Sample Date** (mm/dd/yyyy)	**Sample Time** (Shiptime, military)	**EBT Operator** (Initials)XXX	**Asst Sampler** (Initials)XXX

Method ID	**Instrument ID**	**Station ID**	**Total Depth** (from Rosette)	**Surface Water Temperature** (°C)

Sample ID	**Depth Code**	**QCID Code**	**Depth** (meters)	**Temperature** (°C)	**Remarks**

The Integrated sample was created from the following samples (also list depths):_____

Notes: Refer to LG200 for depth code abbreviations and definitions.

Entered into electronic file____
(initials)

Ponar Grab Sampling Data

Survey ID	**Visit ID**	**Station ID**	**Sample Date** (mm/dd/yyyy)	**Sample Time** (Shiptime, military)	**Personnel** (initials) xxx	**Water Depth** (meters)

Sample ID	**Sample** (sediment/benthos)	**QCID Code**	**Number of Bottles**	**Remarks**

Survey ID	**Visit ID**	**Station ID**	**Sample Date** (mm/dd/yyyy)	**Sample Time** (Shiptime, military)	**Personnel** (initials) xxx	**Water Depth** (meters)

Sample ID	**Sample** (sediment/benthos)	**QCID Code**	**Number of Bottles**	**Remarks**

NOTE: Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.

Method (SOP Code): LG 406
03/01/02

Entered into electronic file____
(initials)

Zooplankton Net Flowmeter Calibration

Survey ID	**Station ID**	**Date** (mm/dd/yyyy)	**Time** (Shiptime, military)

Flowmeter ID (number)	**Mesh Size** (um)	**Winch Operator** (initials) XXX	**Meter Reader** (initials) XXX
	153 um		

Tow number	**Depth**	**Revolutions**	**Line Angle**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Flowmeter ID (number)	**Mesh Size** (um)	**Winch Operator** (initials) XXX	**Meter Reader** (initials) XXX
	63 um		

Tow number	**Depth**	**Revolutions**	**Line Angle**
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
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20			

Comments:

NOTE: Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.

Zooplankton Sampling and Secchi Disk Data

Survey ID	**Visit ID**	**Station ID**	**Sample Date** (mm/dd/yyyy)	**Personnel** (Initials) XXX

Sample ID	**Sample Time** (Shiptime, military)	**Depth Code**	**QCID Code**	**Mesh Size** (μm)	**Sample Depth** (meters)	**Flowmeter Reading**	**Flowmeter ID** (number)	**Net Angle**	**Remarks**

Secchi Depth (meters)	**Sample Time** (Shiptime, military)	**Reader** (Initials) XXX	**Remarks**

Notes:
1. Refer to LG200 for depth code abbreviations and definitions.
2. Refer to Attachment A of the WQS QAPP, LG400, or LG401 for more information on integrated samples.
3. Field duplicates are taken for Secchi disk measurements each time a field duplicate is scheduled for collection for the Surface sample of a lake (the sample collected at 1 meter below the surface). Two different analysts should take the duplicate measurements and the acceptance criteria for these duplicates is less than or equal to 0.5 meters.